Northwestern | HR OPERATIONS, REPORTING & ANALYTICS

Entering Payroll Journals

Payroll Journals are used to correct the university chartstring or sponsored account to which an individual's paycheck was originally charged. Payroll Journals must be entered *after* payroll has been processed and the individual has received payment. These journals transfer funds internally; they never change the amount that was paid to an individual on the paycheck in question.

Because payroll charges may affect other processes, such as fringe benefits or effort reporting, payroll-related journals must always be entered in and processed through myHR – **they should never be entered directly in NUFinancials.**

OPTIONAL STEP: Adjust position funding

Prior to entering your journal, you may elect to update the myHR Position Funding page (non-temporary employee) or Temp Funding page (temporary employee).

Funding Changes are <u>Recommended</u> When:

- The error that is prompting your journal may continue for future paychecks (e.g. the wrong chartstring will continue to be charged). In this case, you should update the funding first to prevent continual mischarges.

Funding Changes are <u>Optional</u> When:

- There is no danger of continual errors (e.g. the employee is no longer being paid), or
- The future funding is already correct (e.g. you are adjusting one month of historical funding, but no changes are needed for future funding).

If you choose to update funding, follow the regular instructions for Updating Position Funding. Upon entering historical funding changes, myHR will prompt you to enter a payroll journal automatically.

> <u>Note:</u> Updating *historical* Position Funding or Temp Funding is optional -- once a payroll is processed, these pages are no longer the official record. Upon payment, myHR's paycheck and journal data (together, "GL data") become the permanent record of a particular pay period's funding sources.

PART ONE: Determine if your payroll journal is over 90 days old

Prior to entering a journal, you must determine its aging; journals over 90 days retroactive require additional documentation and approval steps.

Determine your journal's age by counting the number of days between the **Journal From Date** (the first day of the period to be corrected) and the **Current Date** (date of entry).

Over 90 Days

If your journal is already over 90 days retroactive, you must prepare supporting documentation and upload it along with your entry:

1. 90-Day Justification Memo *(required for every journal over 90 days)*

2. Effort Report for the affected quarter *(required when making an adjustment to grant funding, and the affected quarter has already been certified)*
3. Any additional documentation to support your transfer or otherwise required by your school

Approaching 90 Days

If your journal is close to 90 days old, myHR will notify you and allow you to make a decision on how to proceed:

➢ If you are confident that you can receive all required approvals by the 90th day, you may proceed without any additional changes as an <u>Under 90 Day</u> journal:
  o If full approvals are not received by the 90th day, your journal will be deleted.
  o Once the 90th day passes, you will be required to re-enter your journal with supporting documentation.

➢ You may preemptively turn your journal into an <u>Over 90 Day</u> journal:
  o Click the "Make 90-Day Journal" button.
  o All required documentation must be included (see above section).
  o Your transaction will require the Over 90 Day approvals (Effort, ASRSP, and/or Accounting).
  o **This prevents your journal from being deleted if it is not fully approved by the 90th day.**

PART TWO: Enter your journal in myHR

In the myHR Production database, navigate to:

`Organizational Development > Position Management > Enter Journals > Enter Journals`

1. Search for an individual by name or EmplID. If your search returns multiple results, select the Empl Rcd number for which this journal transfer will apply.

2. Enter the **From Date** and **Thru Date** of your journal. These dates must correspond to the dates for which you are correcting the employee's paycheck. If needed, refer to the Paycheck view in myHR for the appropriate Earnings Dates.

   • If your journal is <u>over</u> 90 days, a Documentation section will appear automatically.

- If your journal is <u>approaching</u> 90 days, myHR will notify you and allow you the option to change your transaction into an Over 90 Day journal:
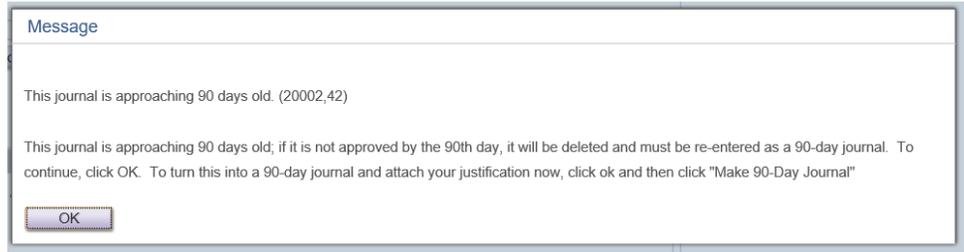
3. Enter a **Journal Description**. This should include a brief/abbreviated note, followed by your initials and phone extension.

4. **If your journal is Over 90 Days or you have elected to turn it into an Over 90 Day journal:**
   - In the "Upload Documents" section, click the UPLOAD button and follow the prompts to Browse and Upload a document from your computer. For more information on required documentation, see **PART ONE** above.
   - To add additional documents, click the [+] button.
   - To remove a document, click the [-] button. *You cannot remove documents after you save the transaction.*

5. In the bottom section, include the chartstrings you are crediting and debiting, including the amount of pay to be moved. *Example:* The below transfer will **credit** $500 to the first account, **credit** $1000 to the second account, and **debit (charge)** the complete $1500 to the third account.

   - Click the [+] button to add an additional chartstring.
   - Each chartstring must be open and valid for the transfer to occur.
   - For the **GL Amount**, a negative number <u>credits</u> *the account* while a positive number <u>debits (charges)</u> *the account*.
   - The **GL Amount** must balance to zero.

6. Click **Save** to submit your journal for approval and processing.

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ADDITIONAL DETAIL: Tracking workflow approvals

After the data enterer submits the journal, anyone with appropriate access can view the journal's details, uploaded documentation, and workflow approval tracking.

Based on the age and funding sources used in your transaction, your journal will proceed to one of the following approval paths:
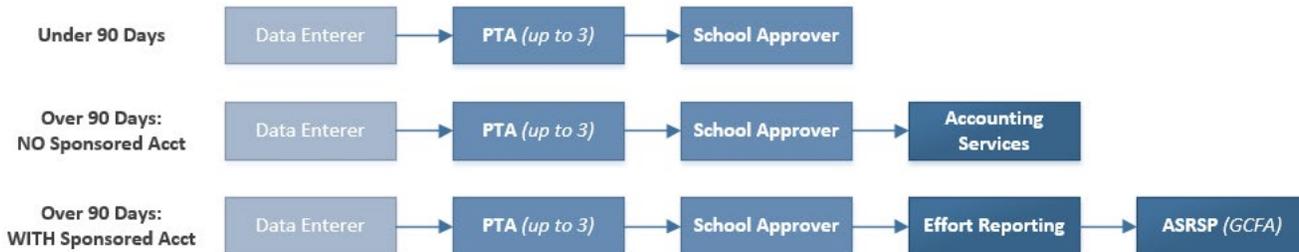
Tracking Workflow for In-Progress Journals

If your journal is in progress, you can view the completed and next approval levels on the **Enter Journals** page:

`Organizational Development > Position Management > Enter Journals > Enter Journals`

1. Search for the journal by Name or EmplID.
2. Review the bottom of the page for approval details:

Tracking information can also be found on the **Track Journal by EmplID/Dept** page:

`Organizational Development > Position Management > Review Funding Info > Track Journals by EmplID/Dept`

Reviewing Completed Journal Data

After a journal is fully approved and processed, a copy of the journal entry detail – including attached documents and approval history – remains accessible on the **Journal Archive** page:

`Organizational Development > Position Management > Enter Journals > Journal Archive`

Reviewing All Journals Processed for an Individual

Line-by-line detail of all processed journals for an individual employee or student are available on the **GL Journal View** page:

`Organizational Development > Position Management > Enter Journals > Journal Archive`

ADDITIONAL DETAIL: Deletion, approval, and limitations

Journal Deletion

A journal will be completely deleted and must be re-entered (including documentation, if needed) in the following circumstances:

1. the transaction is denied by any approver,
2. an **Under 90 Day** journal has become under over 90 days without receiving full approval, or
3. an **Over 90 Day** journal has passed three months from date of entry without receiving full approval.

When a journal is deleted, the Data Enterer is notified by email *only in the case of denial* (#1 above). Users are responsible for tracking the progress of their journals and identifying when any have been deleted from the system.

Over 90 Day Journal Approvals

- Approval of an Over 90 Day journal transaction *also* implies approval of all attached documents, except in the case noted below. Approvers should completely deny a transaction if any content in any attachment is incorrect or unacceptable.

- Over 90 Day journals for **biweekly** employees and **stipends** that include a sponsored account will be routed to Effort Reporting due to system functionality. However, Effort Reporting does *not* have approval authority over these two transaction types. Effort Reporting will assign system approval only so the journal can be routed to ASRSP; they are not reviewing the journal content or documentation.

- At every central approval stage, the journal will route to all approvers within that group (all Effort Reporting approvers, all ASRSP approvers, or all Accounting approvers). However, only one approver in that group must take action for the journal to progress.

- Any approver may attach an *additional* document to a journal before approving. However, attachments can never be *deleted* from a journal entry.

Online Journal Limitations

Journals cannot be entered online for the following transactions; these must be submitted using the paper Journal Entry Form:

- Emeritus funding changes
- Transfers between any salary (6xxxx) and stipend (78xxx) account code
- Transfers for temporary employees that are over 90 days old
- Any transfer over 12 months old

Additional Help

For additional help or training, please review or contact the following resources:

- **myHR Help:** 847-467-4800 or myHRhelp@northwestern.edu
- **Online:** www.northwestern.edu/myhr/admin/updates/90-day-journals.html
- **Training:** HRS102 – myHR Deployed Funding (enroll at learn.northwestern.edu)